



Approved For Release 2002/05/17 : CIA-RDP83T00573R000600200011-5

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IN REPLY PLEASE REFER TO

UNITED STATES CIVIL SERVICE COMMISSION  
BUREAU OF MANPOWER INFORMATION SYSTEMS  
WASHINGTON, D.C. 20415

EO -

YOUR REFERENCE

October 22, 1976

*Constituted to*  
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FIPS points-of-contact:

The Civil Service Commission has a requirement to develop a standard organization designation code as a part of the Federal Personnel Management Information System (FPMIS) project. Coordination of the proposed standard will be by means of the Interagency Advisory Group Committee for Federal Personnel Management Information Systems and in accordance with an agreement between the Civil Service Commission and the Department of Commerce.

The proposed development of the code by the Interagency Advisory Group Committee for Federal Personnel Management Information Systems will build upon the coding system used in the Treasury Account Symbol (TAS). The Office of Management and Budget, the Department of the Treasury and the General Accounting Office have agreed to the use of this code. It is our desire to expand upon the TAS code and develop a Federal General Standard Code which will meet Federal personnel management and other functional information requirements, e.g., program and general management. However, assurance has been given that other proposed Federal standard organization identification codes, which are currently in use by certain Federal agencies, will be evaluated in order to determine whether they can be adapted to uniformly satisfy all requirements.

Because of your association with Federal Information Processing Standards, we believe it is imperative that you be kept advised of the progress being made on this major task. Enclosed is a copy of CSC Bulletin 296-22 concerning the requirement for the code structure along with a copy of a Memorandum of Understanding for the proposed development of the code. Your comments and recommendations are solicited. We would be particularly interested in receiving any additional requirements outside of the personnel function which you think the organization code should address. We appreciate your interest in and support of this important developmental effort.

Sincerely yours,

*N. J. Suszynski Jr.*

N. J. Suszynski, Jr.  
Director  
Bureau of Manpower Information Systems

Enclosures

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THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

## Bulletin

Bulletin No. 296- 22

Washington, D. C. 20415  
October 26 1976

**SUBJECT:** Requirement for a Government-wide Organization Designation Code Structure

Action Date: 30 days from date of this bulletin

Heads of Departments and Independent Establishments:

**PURPOSE**

1. This Bulletin transmits a questionnaire designed to determine (a) the extent to which agencies have expanded the Civil Service Commission issued organization (agency and subelement) code to meet local needs for unit identification; and (b) the details of such uses.

**BACKGROUND**

2. In a letter dated November 24, 1975, the Commission sought agency assistance in the development of requirements for the Federal Personnel Management Information System (FPMIS), the goal of which is to develop and implement throughout the Federal Government an improved and highly responsive system and procedures for meeting civilian personnel information requirements of agency operating personnel offices, officials at the Office of Management and Budget and other Government-wide planning agencies, the Congress and the President. Specifically, in that letter the Commission solicited information about agencies' requirements for, and usage of, FPM Supplement 296-31, "Processing Personnel Actions."
3. As a part of the FPMIS project, the Commission, through the resources available within the Interagency Group Committee on FPMIS, is taking a lead role in the development of a standard Federal organization designation code. This is by virtue of the authority vested under 5 U.S.C. 2951 and through an agreement with a group, led by the General Accounting Office, which has a broad mandate under the Congressional Budget and Impoundment Control Act of 1974 to identify and code organizational classification of Federal agencies. Attached is a Memorandum of Understanding signed by representatives from GAO, OMB, Treasury, Department of Defense, CSC and the National Bureau of Standards endorsing the direction of this effort, and our plan for interagency work to develop an organization designation code.

**SCOPE OF SURVEY**

4. The same agencies selected to respond to the previous FPM Supplement 296-31 Questionnaire have been selected to respond to the attached questionnaire on Organization Designation. The list is comprised of 53 agencies who were asked to respond under the provisions of OMB Circular A-40, plus nine agencies who are members of the FPMIS Users' Group.

For your information, copies of this package will also be sent to Federal agency points of contact for Data Standardization and selected officials at agencies for other than personnel functions.

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**Inquiries:** Bureau of Manpower Information Systems, 254-8033, or 101-48033

**Code:** 296, Processing Personnel Actions

**Distribution:** Limited

CSC BTN 296-22 (2)

ORGANIZATION

5. This bulletin consists of three parts as follows:
  - A. Listing of the agencies included in the survey.
  - B. The Organization Designation Questionnaire and instructions
  - C. Memorandum of Understanding and plan for interagency work to develop Organization Designation Code.

PROCEDURES

6. Responses should be forwarded to:

Bureau of Manpower Information Systems  
Manpower Statistics Division  
ATTN: Mr. Ray Terrill, Room 6453  
U. S. Civil Service Commission  
1900 E Street, N. W.  
Washington, D.C. 20415

7. Full coordination with agencies of any resulting organization codes will be maintained as outlined in the soon to be issued FPM Supplement 292-1. (A presentation on 292-1, procedures will be given to members of the IAG Committee on FPMIS on October 29, 1976)
8. Your cooperation and assistance in this project will be sincerely appreciated.
9. This report has been cleared in accordance with FPMR 101-11.11 and has been assigned interagency report control number 0133-CSC-OT.



Raymond Jacobson  
Executive Director

Attachments

AGENCIES INCLUDED IN SURVEY

Panama Canal Company	Department of Agriculture
American Battle Monuments Commission	Department of Commerce
Office of Environmental Quality	Department of Housing and Urban Development
Administrative Office of the United States Courts	Department of Justice
U. S. Postal Service	Department of Labor
White House Personnel Office	Department of State
Federal Maritime Commission	Department of Transportation
Federal Mediation and Conciliation Service	Interstate Commerce Commission
Federal Power Commission	National Aeronautics and Space Administration
Federal Trade Commission	National Credit Union Administration
General Accounting Office	General Services Administration
Government Printing Office	National Foundation on the Arts and the Humanities
International Trade Commission	National Labor Relations Board
Railroad Retirement Board	National Science Foundation
Office of Management and Budget	Department of Treasury
Veterans Administration	Action
Environmental Protection Agency	Agency for International Development
Equal Employment Opportunity Commission	Civil Aeronautics Board
Export-Import Bank of United States	Commission on Civil Rights
Farm Credit Administration	Community Services Administration

Federal Communications Commission	Federal Deposit Insurance Corporation
Consumer Product Safety Commission	Federal Energy Administration
Energy Research and Development Administration	Federal Home Loan Bank Board
Securities and Exchange Commission	Selective Service System
Small Business Administration	Department of the Interior
Tennessee Valley Authority	U.S. Arms Control and Disarmament Agency
U.S. Information Agency	U.S. Soldiers and Airmens Home
Department of Health, Education and Welfare	Department of the Navy
Department of the Army	Defense Supply Agency
Smithsonian Institution	Civil Service Commission
Department of Defense- Pentagon	Department of the Air Force

### ORGANIZATION DESIGNATION QUESTIONNAIRE and INSTRUCTIONS

For purposes of this Survey, the definition of "agency" as reflected in Chapter 5 of Title 5, U.S. Code, is adequate.

Agencies currently include an identifying code (agency and subelement code) with personnel data submitted to CSC. We are interested in: (1) determining the extent to which agencies have expanded this code or used a similar code to meet local needs for unit identification, and (2) learning the details of such uses. Accordingly, it is requested that the following points be discussed in narrative form. Please provide an accurate and complete response to each point to be discussed. While formal documentation (manuals, etc.) of your organization code structure would be helpful at this time, follow-up contacts may be needed to obtain supplementary information in the future.

1. Organization - Provide the definition of "organization" used within your agency. The definition used by the personnel office should be provided if more than one definition exists.
2. Organization Structure - Describe your agency's organizational structure from its highest to lowest levels. Indicate and explain your need to code organizational units at levels below agency and subelement.
3. Code Structure - Describe the composition of the organization code your agency uses. Explain any significance the code may have, e.g., CS01B1. In this example, CS might identify the Civil Service Commission, 01 the Bureau of Manpower Information Systems and B1 the Manpower Statistics Division.
4. Special Characteristics of Local Code - Describe any special features of your organization code, e.g., ease of maintenance and ease of restructuring.
5. Code Maintenance - Describe the procedures(s) used to assign and update the organization code. Include in the description such information as: the frequency of update; whether or not a code is completely unique (never reassigned); and whether the maintenance of the code is done centrally or in field activities.
6. Utility of CSC Agency Code Prescribed by FPM Supplement 296-31 and Further Sub-element Breakdowns Approved by the Commission
  - a. The present CSC coding scheme for agencies is a two digit alpha designation; for executive branch agencies the two digits form a mnemonic, while agencies in the legislative and judicial branches have an "L" and "J" respectively in the first position. Comment on the need and use of further designation of the first digit, for example: "D" in the first position to denote an agency as under the Department of Defense or "DA" in the first two positions to denote a c

Attachment to CSC BTN No. 296-22 (2)

- b. Evaluate the utility and effectiveness within your agency of the agency and subelement assigned by CSC. Explain any improvements you would like to recommend in order to make the present agency and subelement codes more useful to your agency.
  - c. Evaluate the ability of the CSC and/or local agency and subelement codes to identify establishments within your agency for the purpose of personnel management evaluations conducted by your own or CSC employees. Provide your agency's criteria for selecting establishments to evaluate.
7. Code Usage - Describe the uses of your agency's organization code at each organizational level with the agency, e.g., personnel action processing, management reports covering all agencies with the Department, and reports or interagency data transfers to agencies/organizations other than CSC, e.g., OMB, Treasury, GSA, and Congress.

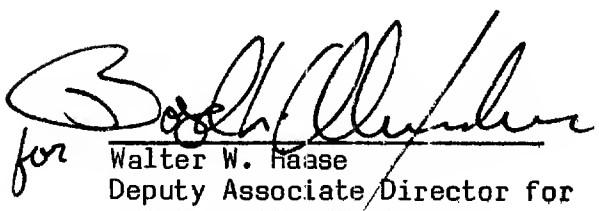
MEMORANDUM OF UNDERSTANDING ON THE DEVELOPMENT  
OF A FEDERAL GENERAL STANDARD CODE FOR FEDERAL  
ORGANIZATION DESIGNATION

As the Civil Service Commission continues the development of the Federal Personnel Management Information System (FPMIS), the need to develop a standard organization code remains a high priority task. At the same time, the recent agreement by the Office of Management and Budget and the Department of the Treasury to use the Treasury Accounting Symbol (TAS) for Federal organizational coding was included in the joint agency report to Congress dated March 1, 1976. All Federal accounting and budgeting systems will now use the same basic organization and fund codes. It is therefore the desire of the undersigned to expand upon the TAS organizational coding system in order to satisfy personnel and other functional Federal agency information requirements involving standard Federal organization designations.

- (1) For the purpose of satisfying the requirements of the FPMIS it is intended that the TAS coding system, agreed to by OMB and Treasury and accepted by the General Accounting Office, be used to the maximum extent possible to satisfy requirements for personnel and other functional areas of Federal users that may be surfaced or impacted by this effort.
- (2) Within the overall goal of developing a Federal General Data Standard, the need for a standard organization code must be satisfied in order to uniformly fulfill the information requirements of Federal users. With the adoption of the organization code for usage in the FPMIS, it is anticipated that the code would be approved for inclusion in the official Federal Information Processing Standards (FIPS) for Government-wide usage. Since the Civil Service Commission has the responsibility for the FPMIS development project, it could further be proposed that, upon agreement with all members users, the Civil Service Commission become the maintenance agency for the Federal organization code set which is developed through the FPMIS project. Maintenance of the TAS data element (if such element is, as presently planned, the core of an expanded organizational code) would be by one of the fiscal agencies under a memorandum of agreement with all parties concerned.
- (3) It is planned that the TAS code will be extended (without change to the code itself) through the resources available within the Interagency Advisory Group (IAG) for FPMIS. This group will be augmented by participating agencies from other functional areas. Support for the development of the code will be through coordinating work groups of the IAG/FPMIS Subcommittee on Personnel Data Standardization.

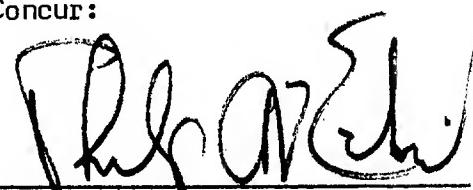
- (4) This Memorandum of Understanding gives recognition to the attached proposal of the Civil Service Commission to have the standard organization code developed. Within ten days following the concurrence of the undersigned, action will be initiated to determine the information requirements of Federal departments and agencies which depend upon organization designation coding.
- (5) The general approach contained in the attachment is agreed upon as a starting point for this effort.

Concur:

  
for Walter W. Haase

Walter W. Haase  
Deputy Associate Director for  
Information Systems  
Office of Management and Budget

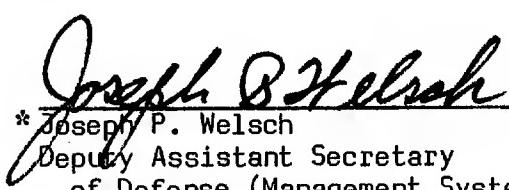
Concur:

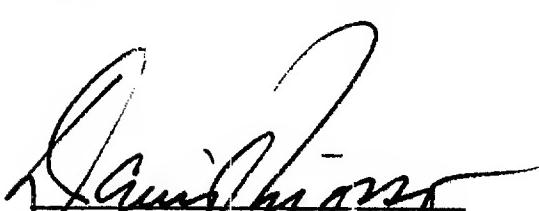


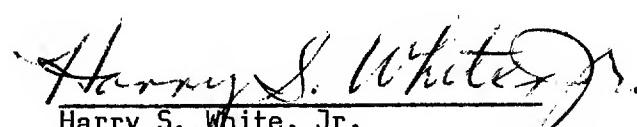
7/23/76

Philip A. D. Schneider  
Associate Director for  
Manpower Information  
Bureau of Manpower Information  
Systems  
U.S. Civil Service Commission

  
Kenneth W. Hunter  
Associate Director, Program  
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\*Joseph P. Welsch  
Deputy Assistant Secretary  
of Defense (Management Systems)  
Office, Assistant Secretary of  
Defense (Comptroller)  
Department of Defense

  
David Mossman  
Fiscal Assistant Secretary  
of the Treasury  
Department of the Treasury

  
Harry S. White, Jr.  
Associate/Director for Standards  
Institute for Computer Science &  
Technology  
National Bureau of Standards

\*DoD fully recognizes and supports the need for a Federal General Standard Code for Organization Designation. Extensive time and effort has already been expended (1965-1972) developing the current OMB/DoD Standard Identification Code for Government Organizations. This code was provided to over 50 Federal agencies and is embedded in many DoD systems. I strongly recommend that as a first step in this current effort, an evaluation be made of the OMB/DoD code to determine if it will satisfy known requirements. An cost effective approach should be taken to develop another standard code for organization designation.

Proposed Task Plan for  
Organization Designation

	<u>Time Schedule from Approval Date for Completion</u>
Development of Organization Designation Requirements:	N + 90 days (N = start date)
a. CSC bureaus and Federal agencies	N + 90 days
b. Federal agency points of contact for Data Standardization for other than personnel functions.	
Invite all interested persons to a meeting on the subject: Organizational Designation. Agenda will cover:	N + 120 days
a. Review of previous studies	
b. Requirements received in response to letters/memos on requirements	
c. Scope of project	
d. Roles and responsibilities	
e. Future plans, procedures and methodology	
Development of proposed organization designation by IAG Work Group augmented with assistance from Federal agencies in other functional areas.	N + 210 days
Coordination by IAG FPMIS Subcommittee on Personnel Data Standardization. *	N + 300 days
Coordination by:	(30 days to resolve problems *)
a. IAG Committee on FPMIS	N + 420 days
b. FPMIS Users Group	
c. Other CSC bureaus and offices	
d. Federal agencies points of contact for Data Standardization. *	
Published for use in FPMIS live operational test.	(30 days for possible change *) N + 510 days
Process as a FIPS Federal General Standard.	N + 600 days

\* Reviews of proposal by Federal Information Processing Standards (FIPS) points-of-contact. This coordination includes all functional areas.